

## Office of Student Enrollment and Placement

Suite 111 440 North Broad Street Philadelphia, PA 19130

Ericka L. Washington, Deputy Chief

**Grade Levels Involved** 

**Date:** April 2, 2025

**Assessment Type** 

To: All School Leaders and Secretaries

From: Ericka Washington, Deputy Chief

Re: Student Enrollment and Transfer Guidelines during Standardized Testing

During the dates shown below, student enrollment and transfers should be managed as indicated.

**Date of Assessment** 

•	PSSA Window	April 21 - May 2, 202	25	Grades 3 - 8	
•	Spring Keystone Testing	May 12 - 23, 2025		Grades 7 - 11	
Enrollment Type			Appropriate Action		
•	New enrollment of students from a non-district school (e.g., charter, parochial, private)		Enroll without delay		
•	Transfer for students who relocate to another primary residence			Enroll without delay	
•	Students who experience a change in parental custody and relocate to another primary residence		Enroll without delay		
•	Students returning from hospitalization or placement programs (e.g., adjudicated youth, Pennypack House and Philadelphia Juvenile Justice Service Center)		Enroll without delay		
•	Students experiencing homelessness (McKinney-Vento)		Enroll without delay		
•	Administrative transfers		Placements will only occur on an as-needed basis		
•	Students who are under DHS care		Enroll without delay; questions should be referred to the Office of Student Rights and Responsibilities		
•	Students who receive disciplinary action		All cases will be evaluated by the Office of Student Rights and Responsibilities		

If you have any questions, contact the Office of Student Enrollment and Placement at 215-400-4290 or at <a href="mailto:osep@philasd.org">osep@philasd.org</a>. Thank you